

Change of Manager Checklist

1. Form A: Licensee Personal Information Sheet. (Note: Question 13 must be answered “yes” or “no.” If answered “yes,” appearances must be disclosed regardless of the deposition of the case. The applicant must provide copy of CORI report verifying response.)
2. Form 43
3. Form 997
4. \$200.00 check or money order made payable to Commonwealth of Massachusetts and/or Alcoholic Beverages Control Commission. (There is no fee necessary to the Town of Spencer for change of manager).
5. Letter showing vote of the Board of Directors.
6. Hearing before SelectBoard.